



Site Coordinator's Manual

October 2005



UTAH BASIC SKILLS COMPETENCY TEST

SITE COORDINATOR'S MANUAL

**A Site Coordinator's Guide for Coordinating
the Utah Basic Skills Competency Test**

The Utah State Office of Education

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INSTRUCTIONS FOR SITE COORDINATORS

As the Site Coordinator for your school, your assistance is vital to the success of the Utah Basic Skills Competency Test (UBSCT). Careful attention to your responsibilities will help to ensure that testing will proceed smoothly, materials will be accounted for properly, and responses will be analyzed quickly and accurately. The quality of assessment data depends, in large part, on uniformity of test administration procedures. For this reason, the instructions given in this manual, in the *UBSCT Administration Manual*, and from your District Testing Director must be followed closely.

The Site Coordinator serves as the liaison between the USOE, the contractor, the district testing director, and local test administrators. **The primary responsibilities of the Site Coordinator are to:**

- Serve as the school's contact person for all issues related to the UBSCT.
- Coordinate UBSCT administration in the school.
- Certify that all students taking the test are qualified to be there.
- Supervise the inventory, distribution, collection, and return of all UBSCT test materials.
- Apply or supervise the application of pre-printed student barcode labels for all students for whom labels have been provided.
- Verify that pre-printed barcode labels are either used by the designated student or, for students not taking the test, are applied to an answer sheet and the correct special code is marked.
- Maintain and oversee the security of all UBSCT test materials.

OVERVIEW OF THE TEST

The UBSCT is divided into three subtests: Writing, Mathematics, and Reading. Each subtest must be administered in one session on the same day statewide.

The Writing subtest is in two sections that appear in one booklet. Section 1 contains multiple-choice questions that measure students' editing skills. Section 2 is a writing prompt. Students are expected to address the prompt in an essay. Students are to complete both sections of the Writing subtest in one sitting, with no break between sections.

The Mathematics subtest is in two sections in the same booklet. Section 1 of the Mathematics subtest contains multiple-choice questions that are to be answered without the use of a calculator. Section 2 of the Mathematics subtest contains multiple-choice questions that may be answered with the aid of a calculator. Students are to complete both sections of the Mathematics subtest in one sitting, with no break between sections. A reference sheet is provided to students for use while taking both sections of the subtest.

The Reading subtest is in one section. It contains several reading selections, each followed by a set of multiple-choice questions.

Braille and large print versions of each subtest are available through the Utah Schools for the Deaf and the Blind. For students who take the Braille or large print version of any subtest, their answer sheet or document should be marked "Accommodated" in the "Special Codes" box.

Students will answer all questions on separate answer sheets. Each subtest has its own answer sheet. Reading and Mathematics have single-page answer sheets. Writing has a multiple-page answer document with space provided for responding to both the multiple-choice questions and the writing prompt.

TEST-RELATED ACTIVITIES

As Site Coordinator, you are responsible for the following test-related activities:

- Developing a testing schedule for your school.
- Distributing materials to test administrators and meeting with them to answer any questions they may have.
- Collecting materials each day immediately after the day's testing session.
- Ensuring that testing procedures are followed.
- Completing and returning the Material Summary.
- Preparing the majority of test materials for return to the district by the end of the day on **Wednesday, October 19, 2005**.
- Preparing make-up test materials for return to the district on or before **Tuesday, October 25**.

OVERVIEW OF THE TEST SCHEDULE

The UBSCT is to be administered October 17, 18, and 19, 2005. Each subtest must be administered in one session on the prescribed day as indicated in the schedule below.

Date	Subtest
Monday, October 17, 2005	Writing
Tuesday, October 18, 2005	Mathematics
Wednesday, October 19, 2005	Reading

Although each subject-specific subtest is designed to take about 90 minutes, this is not a timed test. Students should be given all the time they need to complete each subtest. Students who finish a subject-specific subtest early may not work on a subtest from another subject in that sitting.

For the October 2005 administration of the UBSCT, any eleventh grade or twelfth grade students who have not passed one or more subtests are eligible to participate. Students are expected to take any subtest they have not yet passed. Please be sensitive to student expectations of confidentiality when informing students of the testing schedule and their participation.

Site Coordinators will be provided with instructions from the District Testing Director on how to conduct make-up testing in the district. All make-up testing must be completed before the end of the day on October 25.

Total test administration time during the October testing window must allow for the following activities:

Session	Activity	Time Needed
Prep	Apply pre-printed student barcode labels on the answer sheet in the space provided, if not done already	It will depend on the number of answer sheets and labels
Prep	Complete demographic information on the answer sheet, only for students without a pre-printed barcode label	Approximately 10 minutes per subtest before testing begins, for students who do not have a pre-printed barcode label
Writing Subtest	Section 1: Answer multiple-choice test questions Section 2: Write essay for writing prompt	Approximately 90 minutes on October 17, 2005
Mathematics Subtest	Section 1: Answer multiple-choice test questions without the use of a calculator Section 2: Answer multiple-choice test questions with the use of a calculator	Approximately 90 minutes on October 18, 2005
Reading Subtest	Answer multiple-choice test questions	Approximately 90 minutes on October 19, 2005
Make-up Testing	Conducted per district guidelines	It will depend on the district plan

Schedule the testing in your school each day at a time that will minimize interruptions for test takers. All students should be tested in surroundings that will provide them with the opportunity to do their best work.

In schools where students in several classrooms are being tested, each class should take the subtests at the same time on the required day. Each testing room should allow adequate space for students to work comfortably and allow for secure testing procedures.

For any student who requires test modifications that cannot be accommodated in a regular testing room, you must schedule modified testing to occur at the same time as other UBSCT testing in the building.

It is important that interruptions be avoided during testing. Notify your school office that testing is taking place and that interruptions should be made only in the case of emergencies.

RECEIPT OF MATERIALS

Test materials will be delivered to District Testing Directors for dissemination to the Site Coordinators. The following test materials will be supplied by your district from Measured Progress:

- School Material Summary
- *UBSCT Site Coordinator's Manual*
- One *UBSCT Administration Manual* for the Site Coordinator's use
- Additional Materials Request Form
- Site Coordinator's Certification Form
- Instructions for use in preparing materials for return to districts with labels for return boxes
- "Administrative Forms" return envelope
- Pre-printed student barcode labels for Writing, Mathematics, and Reading
- Answer documents for Writing, Mathematics, and Reading
- Test booklets for Writing, Mathematics, and Reading
- *UBSCT Administration Manuals*
- "For Return of Used Answer Documents ONLY" envelopes labeled by subtest
- "Return of Blank Unused Answer Documents Without Labels" envelopes
- "Special Handling" envelope for return of damaged, voided, or other nonroutine test materials
- "For Return of Used Answer Documents ONLY" envelopes labeled by subtest for **make-up testing**

Please make an inventory of the test materials as soon as possible. A prompt inventory will allow you to verify quantities of test materials in your shipment and order additional test materials from your District Testing Director, if needed, as well as provide adequate time for distribution to your test administrators. The Material Summary and Packing Slips list the materials you should have received. Count all materials immediately and notify your District Testing Director of any discrepancy between what you received and what is listed on the Material Summary and Packing Slips. Use the *Additional Materials Request Form* to request additional materials from your District Testing Director. Attach copies of any discrepancies or additional materials requests to your Material Summary, as you will be required to account for all materials delivered to your school.

If you are missing any materials indicated on the Material Summary or if you need additional materials, call your District Testing Director **immediately**.

Save the box(es) and the packing material in which test materials were shipped so that they can be used for returning test materials to your district when testing is finished. Each box from Measured Progress carries a pre-printed barcode label identifying your school. Each white envelope labeled "For Return of Used Answer Documents ONLY" has a pre-printed barcode label identifying your school as well. The information on these labels will expedite the tracking of returned materials, so please do not remove, destroy, or deface the labels.

APPLYING PRE-PRINTED STUDENT BARCODE LABELS TO ANSWER SHEETS

For each UBSCT subtest a student was registered to take, two barcode labels pre-printed with the student's name were sent to your school along with other test materials. **Application or supervision of the application of one of these pre-printed barcode labels to each subtest answer sheet for each student is the responsibility of the Site Coordinator.** A second label was provided for each student in case the first label for that student is defaced or applied improperly.

One label per student per subtest should be applied to the appropriate answer sheet in the shaded box marked, "Place Label Here," before testing begins and before testing materials are distributed to students. Labels must be placed squarely within the space provided and centered for accurate reading by scanners. Allow sufficient time to apply barcode labels to answer sheets before testing begins, based on the number of students that will participate in the subtest. Ensure that Test Administrators distribute answer sheets to students so that students receive the answer sheet with their specific pre-printed barcode label.

Instruct Test Administrators to ensure that students with a pre-printed barcode label DO NOT complete the demographic information grids on their answer sheet as the label contains this information in its barcode. If an answer sheet has a barcode label, the demographic fields on the answer sheet will not be read. If information on a label is incorrect, do not use it and have the student complete a blank answer sheet.

SECURITY OF MATERIALS

TEST SECURITY: All test booklets and supporting materials associated with the UBSCT are confidential and secure. No part of any test booklet may be reproduced or transmitted in any form or by any means, electronic or mechanical, including photocopying, recording, or by any information storage and retrieval system. **All test booklets (used and unused) and answer sheets (used and unused) and UBSCT manuals must be returned to your District Testing Director at the completion of test administration.**

As Site Coordinator, you are responsible for ensuring the security of all test materials. You must notify test administrators that tests are SECURE and MUST NOT be released, copied, or duplicated in any way.

You also should be familiar with the instructions given in the *UBSCT Administration Manual*. If you have any questions regarding test procedures, call your District Testing Director.

Requirements and procedures for the UB SCT are stated in UT Admin Code 277-705-6. Part E of this rule states:

E. Testing eligibility:

1. Building principals shall certify that all students taking the test in any administration are qualified to be there.
2. Students are qualified if they:
 - a. are enrolled in tenth grade, eleventh, or twelfth grade (or equivalent designation in adult education) in a Utah public school program; or
 - b. are enrolled in a Utah private/parochial school (with documentation) and are at least 15 years old or enrolled at the appropriate grade level; or
 - c. are home schooled (with documentation) and are at least 15 years old.

DISTRIBUTING MATERIALS AND BRIEFING TEST ADMINISTRATORS

As Site Coordinator, you should become familiar with the responsibilities of Test Administrators described in the *UBSCT Administration Manual*. Carefully review one of the manuals before briefing Test Administrators on distributing their materials. Provide each Test Administrator with the necessary quantities of student test materials (#2 pencils; test booklets; mathematics reference sheets; answer sheets with pre-printed barcode labels; and blank answer sheets as needed) and a *UBSCT Administration Manual*.

Request that Test Administrators read the manual as soon as possible. Schedule a meeting with the Test Administrators to review procedures for handling materials, discuss the test schedule, and answer any questions about administering the test. Remind them that during testing, Test Administrators should monitor student performance to ensure that students are following directions and are taking the task seriously.

Each subtest is designed to take place in one approximately 90-minute session, although students should be given all the time they need to complete each subtest. For students without answer sheets with a pre-printed barcode label, additional time is required to complete the demographic information section of the blank answer sheets. Your test schedule should allow sufficient time to complete this activity. Give Test Administrators your district/school code for use when students are filling out answer sheets without a pre-printed barcode label. Your district/school code can be found on pages 12-14 of this manual.

Test Administrators may **not** comment on students' work or help them in any way **except** during the completion of the student information section on the student answer sheet when required or in explaining the directions.

Please remind Test Administrators that tests are secure and may not be copied or duplicated in any way and that all test security procedures must be followed at all times.

TEST MODIFICATIONS/EXCUSALS

Every attempt should be made to include students who require minor accommodations. All Utah

students are to participate to the fullest extent possible in the Utah Performance Assessment System for Students (U-PASS), including the UBSCT. To meet students' special needs, testing accommodations and modifications are allowed to enable students to better demonstrate their knowledge and skills. Decisions regarding the provision of accommodations or modifications or excusing students from the UBSCT should parallel the instructional adaptations established for the student.

You must consult official state guidelines on accommodations and excusals. This document is titled *Requirements for Participation of Students with Special Needs in the Utah Performance Assessment System for Students (U-PASS)*. This document is available on the USOE Web site (www.usoe.k12.ut.us/eval).

According to UT Admin Code R277-705-6 part 3, "students eligible for accommodations, assistive devices, or other special conditions during testing shall submit appropriate documentation at the test site."

Accommodated Students. Testing accommodations and modifications are allowed for students with disabilities who have an Individualized Education Plan (IEP) and those students who have a §504 Education Plan. Students who are officially identified as English Language Learners (ELL) or Limited English Proficient (LEP) **may** also be eligible for testing accommodations. You must refer to the state's official guidelines to determine whether an ELL or LEP student can be accommodated. Please note that for the UBSCT Writing subtest, only essays written in English will be scored. Testing accommodations must be justified and documented in the student's IEP, §504, or ELL plan and should be aligned with instruction. Accommodations should have been incorporated in the student's instruction all year rather than be introduced for the first time in the testing of a student. Arrangements for testing accommodations and modifications should be made well in advance of testing to ensure a smooth test administration.

If accommodations or modifications other than those already reviewed and approved by the State (UBSCT) Advisory Board (as authorized by the Utah State Board of Education) are recommended by the IEP, §504, or by the ELL team for students taking the UBSCT, the recommendation will be reviewed by the Advisory Board to determine whether the accommodation and/or modification is likely to compromise the test such that it becomes questionable whether the student has shown evidence of possessing the basic skills outlined in the curriculum.

Excused Students. Students who are unable to communicate their responses even with accommodations and/or test modifications may be excused (not exempted) from testing. Decisions shall be made during an IEP committee meeting or ELL team meeting on an individual student basis. Students who have an emergency medical condition or who are experiencing extreme psychological distress may also be excused from testing.

A student who wishes, for any reason, to be excused from taking the UBSCT must notify the Site Coordinator, provide documentation of the request and reasons for wishing to be excused, and provide a signed form from the parent(s) or guardian indicating that both the parent(s)/guardian and student are fully aware of the consequences of missing an opportunity to take and pass the test. Any issues that cannot be resolved at the district level regarding whether a student may be excused will be the responsibility of the State UBSCT Advisory Board (as authorized by the Utah State Board of Education) and will be decided on a case-by-case basis.

COLLECTING MATERIALS AFTER TESTING

After the testing has been completed each day, test administrators must return all used and unused test materials to their Site Coordinator. When materials are returned to you, check to see that:

- All test materials (test booklets, answer sheets, and manuals), whether used or unused, have been returned by each Test Administrator.
- There is a student answer sheet for every used test booklet.
- Every answer sheet that was used by a student to take the test is placed in the appropriate envelope for return.
- Unused answer sheets are set aside for make-up testing.
- The student answer sheets are in good condition.
- Each student answer sheet has been completed accurately for each student.
- All voided or irregular test materials have been placed in the "Special Handling" envelope, with an explanation note attached to each answer sheet placed in this envelope.

All make-up testing must be completed no later than October 25, 2005. After make-up testing has been completed, check to see that:

- All test materials (test booklets, answer sheets, and manuals), whether used or unused, have been returned by each Test Administrator.
- There is a student answer sheet for every used test booklet.
- One of each set of two pre-printed student barcode labels is applied to the appropriate answer sheet, and was either used by the student to take the test **or** has a code marked in the "Special Codes" box for students who did not take the test.
- The student answer sheets are in good condition.
- Each student answer sheet has been completed accurately for each student.
- All voided or irregular test materials have been placed in the "Special Handling" envelope, with an explanation note attached to each answer sheet placed in this envelope.

The majority of test materials received by your school must be prepared and returned to the district by the end of the day on October 19, 2005. All test booklets not needed for make-up testing should also be returned on October 19, 2005. The remainder of the test materials received by your school must be returned to the district on or before Tuesday, October 25, 2005. All materials listed on the Material Summary must be returned except mathematics reference sheets. Use the Material Summary to account for all test materials. The numbers of materials returned in the two shipments must equal the numbers of materials sent to your schools.

Place student answer sheets in the appropriate white envelopes provided. Be sure to put the answer sheets in an envelope labeled for that subtest. Answer sheets for large print and Braille forms should go in the envelope with the rest of the answer sheets for that subtest, with "Accommodated" marked in the "Special Codes" box. Place any unused blank answer sheets without pre-printed barcode labels in the appropriate envelope.

One of each set of two individual pre-printed student barcode labels must be used. If neither of the

two pre-printed barcode labels for each student was used during regular or make-up test administration, then one of the labels must be applied to an answer sheet and the appropriate reason the answer sheet was not used by the student should be marked in the “Special Codes” box on the answer sheet. These answer sheets should then be placed in the envelope with the used answer sheets.

Place answer sheets that require special handling in the “Special Handling” envelope. Examples of answer sheets that would require special handling are:

- Damaged answer sheets that will need to be scored.
- Voided answer sheets that will not be scored (mark “VOID” and attach an explanation).
- Answer sheets for students whose district/school code should be different from the other answer sheets (e.g., a student who took the test at one school but actually attends another school; attach a note of explanation).

UNUSED blank answer sheets without pre-printed barcode labels should be placed in the “Return of Blank Unused Answer Documents Without Labels” envelope.

RETURN OF MATERIALS TO DISTRICT TESTING DIRECTORS

All materials must be returned to your District Testing Director as soon as your school has completed the testing. It is important that every school adhere to the established test schedule. Please return the majority of test materials to your district by the end of the day on **October 19**.

The remainder of your test materials should be prepared and returned to your district as soon as make-up testing is complete, but no later than Tuesday, **October 25**. It is your responsibility to contact your District Testing Director to make arrangements for return of materials.

Verify that the materials recorded on the Material Summary are accounted for. Sign the Site Coordinator Certification Form. Make a copy of these forms for your records and place the originals in the envelope labeled “Administrative Forms.”

Materials must be returned using the same boxes in which the materials arrived. Label all boxes going to the district from your school, “School Box 1 of __,” “School Box 2 of __,” etc.

Place the envelopes containing the answer sheets and administrative forms for all subtests in the same box. Place an “Answer Sheet Box” label on the upper right-hand corner of the box. Place these materials in the box in the following order from top to bottom.

October 19 Answer Sheet Box Shipment

TOP OF BOX
"For Return of Used Answer Documents ONLY" envelopes, labeled by subtest
BOTTOM OF BOX

October 25 Answer Sheet Box Shipment

TOP OF BOX
"Administrative Forms" envelope
"Special Handling" envelope
"For Return of Used Answer Documents ONLY" envelopes, labeled by subtest for make-up testing
BOTTOM OF BOX

If the answer sheet envelopes for your school do not all fit in one box, you may use additional boxes.

Place the remaining test materials in the boxes in which they were originally shipped, with one subtest only per box, if possible. When packing the remaining materials for return, place them in the box in the following order from top to bottom.

October 19 and October 25 Test Booklet Shipment

TOP OF BOX
Used student test booklets
Unused student test booklets
Manuals
BOTTOM OF BOX

Do not use rubber bands, staples, or clips when returning materials.

You may need to use packing material, such as crumpled paper, to be sure materials will not shift during shipping. Reseal the boxes using heavy-duty packing tape. Cross out or tape over any old address labels. **Be sure the barcode label on each box is intact and not covered by any other labels or tape.** If the barcode label is missing, please write your school name and return address on each box. Depending on the number of boxes that you return, label the boxes "School Box 1 of 1," or "School Box 1 of 2," etc.

**THANK YOU VERY MUCH FOR YOUR HELP IN COORDINATING
THE UTAH BASIC SKILLS COMPETENCY TEST.**

CHECKLIST FOR SITE COORDINATORS

Before testing:

- _____ Notify students and parents about testing.
- _____ Secure information from school records on students' participation in special programs, English language fluency, and disabling conditions that necessitate providing students with appropriate accommodations or excusals.
- _____ Apply or supervise the application of pre-printed student barcode labels on answer sheets for all students for whom labels have been printed.
- _____ If a student does not have a pre-printed barcode label, arrange for completion of the demographic portion of a blank answer sheet for that student.
- _____ Receive and inventory test materials as identified on the Material Summary.
- _____ Keep original boxes for return shipment.
- _____ Read this manual and the *UBSCT Administration Manual*.
- _____ At least 3 days in advance of testing, distribute *UBSCT Administration Manuals* to Test Administrators.
- _____ Meet with Test Administrators to plan the test schedule and to review procedures.
- _____ Provide Test Administrators with your school's district/school code.
- _____ Distribute subtest materials to Test Administrators on the scheduled testing day.
- _____ Supply Test Administrators with extra #2 pencils.
- _____ Ensure that calculators are available in each classroom for Section 2 of the Mathematics subtest. Students should use the calculators with which they are most familiar.
- _____ Call your District Testing Director with questions about materials, test schedule, or other concerns.

During testing:

- _____ Be available to answer questions as necessary.
- _____ Be sure that all students have comfortable and adequate work spaces.
- _____ See that test procedures are followed.
- _____ Arrange for testing of students who require test modifications not appropriate in a regular classroom.
- _____ Maintain and oversee the security of all test materials.

After testing:

- _____ Collect and inventory all test materials following each testing session.
- _____ Verify return of all test materials on the Material Summary.
- _____ Sign the Site Coordinator Certification Form.
- _____ Place the Material Summary and Site Coordinator Certification Form in the "Administrative Forms" envelope.
- _____ Place used answer sheets in the appropriate large white envelope (labeled by subtest).
- _____ Place all answer sheets that are damaged, voided, or nonroutine in the "Special Handling" envelope, with explanation notes attached.
- _____ Place all envelopes containing answer sheets (used and unused) in the same box and attach an "Answer Sheet Box" label to the box.
- _____ Inventory and return the majority of materials to the district in original shipping boxes by the end of the day on October 19.
- _____ Inventory and return the remainder of materials set aside for make-up testing to the district in the original shipping boxes on or before end of day on October 25.
- _____ Label all school boxes going to the district, "School Box 1 of __," "School Box 2 of __," etc.

TABLE OF DISTRICT/SCHOOL CODES

District	School	District/School Code	District	School	District/School Code
Alpine	Alpine Life and Learning Center	01720	Davis	Farmington Bay Youth Center (JR)	07565
	Alpine Summit	01735		Farmington Bay Youth Center (SR)	07566
	American Fork HS	01704		Layton HS	07710
	Lehi HS	01708		Mountain High	07730
	Lone Peak HS	01709		MTN High SHOUPP	07732
	Mountain View HS	01711		MTN JH SHOUPP	07731
	Orem HS	01712		Northridge HS	07711
	Pleasant Grove HS	01716		Stride	07670
	Timpanogos HS	01718		Viewmont HS	07712
				Weber Basin Job Corps	07760
Beaver	Beaver HS	02704		Woods Cross HS	07714
	Milford HS	02708	Duchesne	Altamont HS	08704
Box Elder	Bear River HS	03704		Duchesne County School District Packet P	08755
	Box Elder HS	03708		Duchesne HS	08708
	Dale Young Community HS	03778		Tabiona HS	08712
	Grouse Creek School	03710		Thompsons School	08804
	Lincoln Center	03630		Union HS	08714
	North Community HS	03998	Emery	Emery HS	09706
	Park Valley School	03712		Green River HS	09704
	Triumph Youth Center	03570	Garfield	Bryce Valley HS	10704
	Youth Track	03550		Escalante HS	10708
Cache	Cache HS	04710		Panguitch HS	10712
	Mountain Crest HS	04702	Grand	Arches Education Center	11760
	Sky View HS	04706		Grand County HS	11704
	Valley View YIC	04790	Granite	Artec	12770
	YIC	04780		Artec Campus	12557
	Young Mothers Program	04760		Central HS	12740
	Youth Track YIC	04550		Cottonwood HS	12702
Carbon	Castle Country Youth Center	05550		Cyprus HS	12704
	Carbon HS	05704		Decker Lake Youth Center	12580
	Lighthouse Learning Center Alt.	05760		Granger HS	12708
				Granite HS	12712
Daggett	Manila HS	06704		Granite Peaks Adult HS	12760
Davis	Arrow Class - Mountain HS	07555		Hilda B. Jones Center	12640
	Arrow Reflections YIC	07573		Home Hospital	12041
	Bountiful High 3-6	07725		Home School	12990
	Bountiful HS	07704		Hunter HS	12710
	Canyon Heights	07735		Juvenile Receiving Center	12584
	Clearfield High 3-6	07720		Kearns HS	12714
	Clearfield HS	07706		Mountain View Learning Center	12500
	Clearfield Job Corps Center	07770		Observation & Assessment	12595
	Davis 745	07745		Olympus HS	12716
	Davis 811	07811		SAFE Program	12781
	Davis Arrow High YIC	07593			
	Davis HS	07708			

District	School	District/School Code
Granite	Salt Lake County Detention Center	12585
	Skyline HS	12718
	Special Education	12800
	Special Education	12801
	Special Education	12802
	Taylorsville HS	12722
	Teen Parents	12689
	Wasatch Youth Center	12583
	Young Parent Program	12616
	Youth Services-Shelter	12559
Iron	Canyon View HS	13712
	Cedar City HS	13704
	Foot Hill HS	13550
	Parowan HS	13708
	South West Educational Academy/Adult HS	13750
	YIC Programs	13740
Jordan	Alta HS	14702
	Bingham HS	14704
	Brighton HS	14705
	Copper Hills HS	14703
	Genesis YIC	14500
	Hillcrest HS	14706
	Jordan App Tech Center - Sandy	14740
	Jordan App Tech Center - West Jordan	14741
	Jordan HS	14708
	Jordan Resource HS	14820
	Riverton HS	14710
	Valley High School	14716
	West Jordan HS	14718
Juab	Juab HS	15704
Kane	Big Water HS	16712
	Kanab HS	16704
	Lake Powell HS	16714
	Valley HS	16708
Logan	Logan HS	39704
	Logan North Campus	39708
	Logan So. Campus	39710
Millard	Delta HS	17704
	Delta Technical Center	17715
	Eskdale HS	17712
	Millard HS	17708
Morgan	Morgan HS	18704
Murray	Creskide HS	40714
	Murray HS	40704

District	School	District/School Code
Nebo	Landmark HS	19720
	Payson HS	19704
	Spanish Fork HS	19708
	Springville HS	19712
	Young Parents HS	19750
No. Sanpete	North Sanpete HS	20704
	North Summit HS	21704
	Pine Creek Ranch	20500
	Sanpete Academy ASCENT	20995
Ogden	Ben Lomond HS	37704
	Intospect	37807
	Mill Creek Youth Center	37740
	Ogden HS	37708
	Ogden Observation and Assessment Center	37760
	Project Surpass - Archway	37805
	Project Surpass - Ben Lomond	37736
	Project Surpass - Day Treatment	37806
	Project Surpass - Ogden	37737
	Project Surpass - Paramount	37804
	Project Surpass - Washington High	37735
	Washington HS	37730
Park City	Park City HS	22704
	Park City Learning Center	22750
Piute	Piute HS	23708
Provo	Center for HS Studies	38740
	Independence HS	38730
	O & A Youth Corrections	38585
	Oakridge School	38640
	Oaksprings	38560
	Provo HS	38704
	Slate Canyon	38555
	Timpview HS	38712
Rich	Rich HS	24708
Salt Lake City	East HS	36704
	Highland HS	36708
	Horizonte Instruction and Training Center	36750
	Hospital Elementary & Secondary	36613
	West HS	36716

District	School	District/School Code
San Juan	Monticello HS	25704
	Monument Valley HS	25706
	Navajo Mountain HS	25712
	San Juan HS	25708
	Whitehorse HS	25710
Sevier	Cedar Ridge High	26716
	Central UT Youth Home-YIC	26730
	North Sevier HS	26704
	Richfield HS	26708
	South Sevier HS	26712
	Storm Ridge YIC	26735
So. Sanpete	Ephraim YIC	27703
	Gunnison Valley HS	27704
	Manti HS	27708
	Private School	27995
	Sanpete Academy	27702
So. Summit	South Summit HS	28704
Tintic	Tintic HS	29704
	West Desert HS	29708
Tooele	Dugway HS	30704
	Grantsville Home Study	30750
	Grantsville HS	30708
	Tooele High So. Campus	30740
	Tooele HS	30712
	Tooele Valley HS	30745
	Wendover HS	30714
Uintah	Split Mountain Youth Center	31775
	Uintah HS	31704
Wasatch	Wasatch HS	32704
	Wasatch Alternative School	32708
Washington	Dixie HS	33704
	Enterprise HS	33712
	Focus Center	33740
	Hurricane HS	33716
	Millcreek HS	33718
	Pine View HS	33720
	Reach YIC	33730
	Snow Canyon HS	33725
	Youth Crisis Center	33790
Wayne	Wayne HS	34704

District	School	District/School Code
Weber	Bonneville HS	35701
	Day Treatment	35620
	Fremont HS	35706
	Roy HS	35708
	Two Rivers HS	35730
	Weber HS	35704
	Weber Valley Detention Ctr	35550
USDB	Utah Schools for the Deaf	41870
	Utah Schools for the Blind	41871
Charter Schools	Academy of Math Engineering and Science	83700
	CBA Center	84700
	City Academy	87700
	DaVinci Academy	A3700
	East Hollywood HS	A8700
	Fast Forward Charter School	98700
	Itineris Early College HS	A5700
	NUAMES	A1700
	Success Academy	A9700
	Success School	88700
	Tuacahn HS For Performing Arts	90700
	Uintah River HS	92700
	Utah Co Acad of Science (UCAS)	1B700
	Walden School of Liberal Arts	81300



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